



Punjab Government Gazette

EXTRAORDINARY

Published by Authority

CHANDIGARH, FRIDAY, OCTOBER 11, 2019 (ASVINA 19, 1941 SAKA)

GOVERNMENT OF PUNJAB

DEPARTMENT OF INDUSTRIES AND COMMERCE

(Policy Implementation Unit)

NOTIFICATION

The 9th October, 2019

No. PIU/IBDP-2017/Criteria/MSME Awards/3942.-Scheme for State Awards to Micro, Small and Medium Enterprises (MSMEs)

In pursuance to the clause 14.2 (iv) under the Chapter 14 of the Detailed Schemes and Operational Guidelines, 2018 notified vide No. PIU/IBDP-2017/Amendments/2018/4010 dated 07-08-2018 under Industrial and Business Development Policy 2017, the Governor of Punjab is pleased to notify the following criteria and application methodology for the Scheme for State Awards to Micro, Small and Medium Enterprises (MSMEs).

1. BACKGROUND

The state of Punjab is known for its leadership position in the country with rapid strides in all round growth and prosperity. The state has done remarkably well in sectors across the spectrum such as Agro and Food processing, Automobiles and Auto parts, Textiles, Engineering, Pharmaceuticals, IT & Electronics, Sports, Hand tools and leather Industry etc. The key strength of Punjab is its about 2.1 lakh MSME units which have undergone a vast development in last few decades. The MSMEs have registered tremendous growth as also the progress in terms of quality production, exports, innovation, product development and import substitution. All this has become possible owing to the ambition and visionary spirit of entrepreneurs of MSMEs and the State Government has decided to honor the best MSMEs by conferring awards for their achievements.

2. OBJECTIVE

To recognize the achievements of successful entrepreneurs in MSMEs and to encourage them to produce quality products.

3. QUANTUM OF AWARD AND CATEGORY

State awards of amount Rs. 1.00 Lakh each and a Certificate shall be given to Micro, Small and Medium Enterprises operating in the sectors of Agro & Food processing, Automobiles & Auto parts, Textiles,

Engineering, Pharmaceuticals, IT & Electronics, Sports, Hand tools and Leather Industry as per the following:

S. No.	Sector	Category 1: Micro & Small	Category 2: Medium	Total
1.	Agro & Food Processing	1 Award	1 Award	2 Awards
2.	Automobiles & Auto Parts	1 Award	1 Award	2 Awards
3.	Textiles	1 Award	1 Award	2 Awards
4.	Engineering	1 Award	1 Award	2 Awards
5.	Pharmaceuticals	1 Award	1 Award	2 Awards
6.	IT & Electronics	1 Award	1 Award	2 Awards
7.	Sports	1 Award	1 Award	2 Awards
8.	Hand Tools	1 Award	1 Award	2 Awards
9.	Leather Industry	1 Award	1 Award	2 Awards

4. CRITERIA:

ELIGIBILITY: All the Punjab based MSMEs operating in above sectors, who became operational on or before 01st April 2016 and have been in continuous production/services since last three years, are eligible for submitting applications for the awards. The MSME should have permanent SSI registration /have filed Udyog Aadhar Memorandum (UAM) with the respective District Industries Centre in accordance with the provisions contained in the Micro, Small and Medium Enterprises Development (MSMED) Act 2006.

The unit once selected for award shall not be considered again during next 5 years. Also, one MSME cannot apply for awards in more than one sectors.

5. EVALUATION:

The following are the key criteria for the evaluation and awarding of the marks.

- i. Growth rate demonstrated by the MSME in the following areas:
 - a. Investments in Plant and machinery
 - b. Direct Employment
 - c. Annual Turnover/Sales
 - d. Direct Exports
- ii. Demonstration of Quality by the MSME through:
 - a. Certification available with the MSME: ISO-9000 series/ 14000/ 18000/ 22000/ HACCP/ GMP/FPO/equivalent certification.
 - b. Zero Defect Zero Effect (ZED) Scheme – ZED Rating.
 - c. MSME having BIS Mark/International Standardisation or equivalent certificate.
 - d. Patents/ Copyrights/ Trademarks obtained by MSME.
 - e. MSME with a credit rating
- iii. Adoption of energy saving measures by the MSME.
- iv. Adoption of Employee Welfare measures by the MSME through:

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- a. Filing of the Employee State Insurance (ESI) returns by the MSME during the last three years [2016-17, 2017-18, 2018-19]
 - b. MSME having Group Personal Accident Insurance for the employees, valid as on 31.03.2019.
 - v. MSME promoting women workforce participation.
 - vi. Any other area that the Administrative Secretary to Government of Punjab, Industries & Commerce may decide from time to time.
6. The State Level Scrutiny Committee after proper screening will select eligible MSME in order of merit for the consideration by the State Award Selection Committee.
7. For the purpose of the evaluation by the State Award Selection Committee, the Evaluation Format (Form Y-1) is enclosed.

8. APPLICATION SUBMISSION AND EVALUATION METHODOLOGY:

The instructions for application submission and procedure for selection of MSMEs for consideration of the awards is as following:

- i. The eligible Enterprises should submit the application online in the prescribed Proforma (Form Y & Form Y-1) available on the Invest Punjab website.
- ii. State Award Selection Committee will select MSME for the Award by awarding the marks as per the enclosed Criteria Proforma.

The 1st October, 2019

(VINI MAHAJAN, IAS)
Addl. Chief Secretary
Industries & Commerce, Punjab

Form Y: Application for Award Scheme

S. No.	Description			
1.	Name of Entrepreneur			
2.	Name and address of Enterprise			
3.	District			
4.	State			
5.	Pin code			
6.	STD code & Telephone numbers			
7.	Aadhaar card number			
8.	Mobile no.			
9.	Fax no.			
10.	Email ID			
11.	Educational/Professional Qualification of Entrepreneur (Attach the documentary proof)			
12.	Type of Enterprises	Medium Enterprise; Small Enterprise; Micro Enterprise		
12.1.	Category in which MSME is applying for the award	Agro and Food processing; Automobiles and auto parts; Textiles; Engineering; Pharmaceuticals; IT & Electronics; Sports; Hand Tools; Leather Industries		
13.	Permanent MSE Registration no./EM Part-II/ UAM of Enterprise			
14.	Date of commencement of production/Services			
15.	Name of Products manufactured (enclosed photos/Leaflets also)			
16.	Please give an affidavit on non-judicial stamp paper duly attested by Notary that you have cleared your income tax dues and that Enterprise/entrepreneur is not involved in any Economic or other offence for which legal action/enquiry is pending			
17.	Last 3 Financial years audited balance sheets			
	Items	1st F.Y. [2016-17]	2nd F.Y. [2017-18]	3rd F.Y. [2018-19]
	Original investment in Plant & Machinery/ Equipment cumulative upto 31st March (in Rupees)			
	No. of Employees as on 31st March [Direct Employment]			
	Value of Annual Sales of Products/Services/ (in Rupees)			
	Job Work (in Rupees)			
	Net Profit (after taxes) (in Rupees)			
	Export-Direct (in Rupees)			

Form Y-1

S. No.	Description	Drop down/selection buttons	Marks
PART 1 [TOTAL MARKS = 45]			
1. Growth demonstrated by the MSME			
1a	What is the growth rate demonstrated by the MSME in the Investments in Plant & Machinery?* [Average growth rate of 2 years with 2016-17 as the base year] Instruction: As a documentary proof, upload a copy of Audited Balance Sheet, for the FY 2016-17, 2017-18, 2018-19 as prescribed by the Companies Act. For partnership firms, the reference document to be uploaded will be the Income Tax Return filed by the firm (Balance sheet part of the ITR).	1. Average growth rate above 30% 2. Average growth rate above 20% & up to 30% 3. Average growth rate above 10% & up to 20% 4. Average growth rate up to 10% 5. No growth	Max. = 4 Option 1 - 4 Option 2 - 3 Option 3 - 2 Option 4 - 1 Option 5 - 0
1b	What is the growth rate demonstrated by the MSME in Direct Employment?* [Average growth rate of 2 years with 2016-17 as the base year] Instruction: As a documentary proof, upload a copy of CA certified report illustrating year wise permanent employees working with the enterprise in each of the three years	1. Average growth rate above 30% 2. Average growth rate above 20% & up to 30% 3. Average growth rate above 10% & up to 20% 4. Average growth rate up to 10% 5. No growth	Max. = 4 Option 1 - 4 Option 2 - 3 Option 3 - 2 Option 4 - 1 Option 5 - 0
1c	What is the growth rate demonstrated by the MSME in Annual Turnover/Sales?*# [Average growth rate of 2 years with 2016-17 as the base year] Instruction: As a documentary proof, upload a copy of Audited Balance Sheet, for the FY 2016-17, 2017-18, 2018-19 as prescribed by the Companies Act. For partnership firms, the reference document to be uploaded will be the Income Tax Return filed by the firm (Balance sheet part of the ITR).	1. Average growth rate above 30% 2. Average growth rate above 20% & up to 30% 3. Average growth rate above 10% & up to 20% 4. Average growth rate up to 10% 5. No growth	Max. = 4 Option 1 - 4 Option 2 - 3 Option 3 - 2 Option 4 - 1 Option 5 - 0
1d	MSME involvement in Direct Exports during the reference period - years 2016-17, 2017-18 or 2018-19. Instruction: As a documentary proof, upload a CA certificate with the details of the Direct Exports done by the MSME during each of the years: 2016-17, 2017-18 and 2018-19.	1. MSME exporting since all of the last 3 years or more 2. MSME exporting in any of the 2 years 3. MSME exporting in only 1 year 4. No export	Max. = 4 Option 1 - 4 Option 2 - 3 Option 3 - 2 Option 4 - 0

Form Y-1

S. No.	Description	Drop down/selection buttons	Marks
2. Demonstration of Quality by the MSME			
2a	<p>Does the MSME have a Quality Certification [ISO - 9000 series/ ISO 14000/ 18000/ 22000/ HACCP/ GMP/ FPO/ other equivalent certificate], valid as on date of application?</p> <p>Instruction: As a documentary proof, upload a copy of relevant certificate from a certifying authority validating that MSME has a Quality Certification [ISO - 9000 series/ ISO 14000/ 18000/ 22000/ HACCP/ GMP/ FPO/ other equivalent certificate], valid as on date of application. The other equivalent certificate should be issued by a Govt. agency or an agency recognised by the Government of India/ State Governments/ Government of other Country or an organisation of National/International repute with five years of existence.</p>	<p>1. Yes 2. No</p>	<p>Max. = 3</p> <p>Option 1 - 3 Option 2 - 0</p>
2b	<p>Does the MSME have a BIS Mark/International Standardisation or equivalent certificate, valid as on date of application?</p> <p>Instruction: As a documentary proof, upload a copy of relevant certificate from a certifying authority validating that MSME has a BIS Mark/International Standardisation or equivalent certificate, valid as on date of application. The other equivalent certificate should be issued by a Govt. agency or an agency recognised by the Government of India/ State Governments/ Government of other Country or an organisation of National/International repute with five years of existence.</p>	<p>1. Yes 2. No</p>	<p>Max. = 3</p> <p>Option 1 - 3 Option 2 - 0</p>
2c	<p>Does the MSME have a Zero Defect and Zero Effect (ZED) certification, valid as on date of application?</p> <p>Instruction: As a documentary proof, upload a copy of certification as a documentary proof, valid as on date of application.</p>	<p>1. Yes, MSME is rated in Platinum category 2. Yes, MSME is rated in Diamond category 3. Yes, MSME is rated in Gold category 4. Yes, MSME is rated in Silver category 5. Yes, MSME is rated in Bronze category 6. No, MSME is not rated</p>	<p>Max. = 6</p> <p>Option 1 - 6 Option 2 - 5 Option 3 - 4 Option 4 - 3 Option 5 - 2 Option 6 - 0</p>
2d	<p>Does the MSME have Patents/Copyrights/ Trade marks in its own name or in the name of its Director/Proprietor/Partner etc. of the entity?</p> <p>Instruction: As a documentary proof, upload a copy of Patents/ Copyrights/ Trade marks certification obtained by MSME.</p>	<p>1. Yes 2. No</p>	<p>Max. = 3</p> <p>Option 1 - 3 Option 2 - 0</p>

Form Y-1

S. No.	Description	Drop down/selection buttons	Marks
2e	<p>Does the MSME have a credit rating (valid as on date of application)?</p> <p>Instruction: As a documentary proof, upload a copy of Certificate by the Credit Rating Agency showing that SME has a credit rating (valid as on date of application). The certificate should be issued by any of the following Credit Rating Agency: CRISIL, ONICRA, ICRA, SMERA, Brickwork, India Ratings (earlier known as FITCH) or CARE.</p>	<p>1. Yes 2. No</p>	<p>Max. = 2</p> <p>Option 1 - 2 Option 2 - 0</p>

Form Y-1

S. No.	Description	Drop down/selection buttons	Marks
3. Adoption of Energy saving measures by the MSME			
3a	<p>Has the MSME adopted Energy efficiency measures anytime during the last three years (post 01st April 2016)?</p> <p>Instruction: As a documentary proof, upload a copy of Certified Energy Audit Reports showing Energy efficiency measures adopted by the MSME anytime during the last three years (post 01st April 2016), valid as on date of application</p>	<p>1. Yes 2. No</p>	<p>Max. = 3</p> <p>Option 1 - 3 Option 2 - 0</p>
4. Adoption of Employee Welfare measures by the MSME			
4a	<p>Has the MSME filed the Employee State Insurance (ESI) returns during the last three years [2016-17, 2017-18, 2018-19]?</p> <p>Instruction: As a documentary proof, upload a copy of the Employee State Insurance (ESI) returns filed by the MSME during the last three years [2016-17, 2017-18, 2018-19]</p>	<p>1. Yes, filed for all the three years 2. Yes, filed for two years 3. Yes, filed for one year 4. No, not filed</p>	<p>Max. = 3</p> <p>Option 1 - 3 Option 2 - 2 Option 3 - 1 Option 4 - 0</p>
4b	<p>Does the MSME have a Group Personal Accident Insurance for the employees, valid as on 31.03.2019?</p> <p>Instruction: As a documentary proof, upload a copy of the certificate indicating MSME has Group Personal Accident Insurance, valid as on 31.03.2019.</p>	<p>1. Yes 2. No</p>	<p>Max. = 3</p> <p>Option 1 - 3 Option 2 - 0</p>
5. MSMEs promoting women workforce participation			
5a	<p>Women workforce participation in the MSME, as on the date of the application.</p> <p>Instruction: As a documentary proof, upload a copy of CA certified document with a clear indication of the total number of permanent employees, total number of permanent women employees and a percentage of permanent women employees thus obtained who were working with the MSME as on 31.03.2019</p>	<p>1. MSME with more than 50% women workforce 2. MSME with women workforce between 25% to 50% 3. MSME with women workforce less than 25% 4. No women workforce working with MSME</p>	<p>Max. = 3</p> <p>Option 1 - 3 Option 2 - 2 Option 3 - 1 Option 4 - 0</p>

Form Y-1

S. No.	Description	Drop down/selection buttons	Marks
PART 2 [TOTAL MARKS = 5]			
2.1	<p>Has your MSME undertaken any extraordinary initiatives which strengthens its application for being awarded with the MSME State award. Please explain briefly (in 500 words).</p> <p>Instruction: Few of the suggestive points could be the USP of enterprise, innovation being used, future vision, adoption of environmental conservation measures, State/National/International level awards/recognition, workforce welfare measures, presence of consumer redressal system/customer feedback mechanism, efforts made towards skill upgradation of the employees, investments/tie-ups towards enhancing brand value etc.</p>	<p>Please upload appropriate documents in support of your extra-ordinary claims in one file</p>	<p>5</p>

Mandatory Declaration:

I hereby certify that all the facts and figures submitted are true to best of my knowledge and there is no misrepresentation of any of the facts.

Check box certifying the declaration

*: A sample calculation for calculating growth is as below:

A. Annual Turnover/Sales in base year (2016-17) = INR 25 Lakhs

B. Annual Turnover/Sales in the year 2017-18 = INR 60 Lakhs

C. Annual Turnover/Sales in the year 2018-19 = INR 80 Lakhs

CAGR in Annual Turnover/Sales = $\left(\left(\frac{80}{25}\right)^{1/2} - 1\right) \times 100 = 60\%$